

THE COUNTY OF GALVESTON - PERMIT CHECKLIST

DOCUMENTS NEEDED FOR BUILDING PERMITS & ANCILLARY STRUCTURES

(NOTE: All documents must be legible and NO LARGER THAN 11" X 17")

_____ Physical Address

Addresses are issued by GCAD (409-935-1980) for Bolivar Peninsula and
Centerpoint for all other unincorporated areas (713-207-4460)

_____ Permit Application

_____ Plans (detention may be required for Commercial Buildings)

_____ Site Plan

_____ Floor Plan (include square footage of living areas, storage areas and decks)

_____ Front elevation of structure

_____ Side elevation of structure

_____ Grading plan

_____ IRC Statement

_____ Energy Code Statement

_____ Inspection Acknowledgement

_____ Year, make, model, size and color (mobile home)

_____ Current registration tag receipt and picture of RV

_____ A, B-C or V Zone Acknowledgement / 180 Day Recreational Vehicle Form

_____ V-Zone engineer certification for piling and break away walls

_____ Fee

_____ If the site does not have public water or sewer service, we will need Galveston County Health District
(409-938-2411) approval for water well & on-site sewage system or a commitment letter from the
sewer provider. If disturbing 1 acre or more, GCHD approval for storm water will be required.

_____ If the site is on the Bolivar Peninsula and within 1,000' of mean high tide (of the beach), :

_____ GLO application

_____ Current survey

_____ Foundation design (piling layout if in a V-Zone)

_____ Dated color pictures of the site

From the street looking at the site

From the house site looking toward the beach

From the house site looking 45 degrees to the south west

From the house site looking 45 degrees to the south east

From the the beach looking back at the house

_____ Identify proposed driveway on a map, site plan or plat. Include driveway specifications
(dimensions and materials)

_____ Erosion Response Plan

CERTAIN CIRCUMSTANCES MAY REQUIRE MITIGATION OR ADDITIONAL DOCUMENTS AND INFORMATION TO THE ITEMS LISTED ABOVE

**ANY QUESTIONS, PLEASE CALL THE GALVESTON COUNTY BUILDING DEPT. AT 409-770-5552 OR YOU MAY
COME TO THE PERMIT OFFICE AT 722 MOODY 1ST FLOOR, GALVESTON TX 77550**

Applicants Printed Name:_____ Initials:_____ Date:_____